

All Bureau and Division Chiefs, FBIB

17 December 1948

Administrative Officer, FBIB

Legal Holidays

1. In order that Division and Bureau Chiefs may be fully informed concerning regulations pertaining to official U. S. Government holidays, the following details are presented.

2. General Provisions

a. For Departmental and U. S. Field employees, prior approval to work on holidays must be obtained by the Bureau or Division Chief through the Administrative Officer. Bureau Chiefs at U. S. Territory and Overseas Bureaus have been delegated the authority to approve holiday work schedules for their employees.

b. If the holiday falls within an employee's regular tour of duty and the employee works on the holiday, he will receive holiday pay.

c. If the holiday does not fall within an employee's regular tour of duty, and the employee works on the holiday, he will receive only overtime pay.

d. Substitutions may not be made for the purpose of providing holiday benefits to employees who appear to be undue sufferers because of a particular tour of duty. Detailed study has revealed that the benefits and losses over a substantial period of time is equalized for all employees regardless of regular tour of duty.

e. Only the time worked within the actual twenty four hours of the holiday may be considered in computing the holiday pay.

3. The table given below outlines specific tours of duty and the manner in which holidays apply.

a. When holiday falls on Sunday and Monday is proclaimed a holiday by the President.

(1) If regular tour of duty is Mon. thru Fri., the Holiday is Monday. Holiday pay is earned if employee works Monday. Work on Sunday earns overtime.

(2) If regular tour of duty is Tue. thru Sat., the

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work on Sunday or Monday earns overtime.

(3) If regular tour of duty is Wed. thru Sun., the Holiday is Sunday and holiday pay is earned if worked. Work on Monday earns overtime.

(4) If regular tour of duty is Thurs. thru Mon., the Holiday is Sunday and holiday pay is earned if worked. Monday is just regular workday.

b. Holiday actually on Monday

(1) If regular tour of duty is Mon. thru Fri., or Sun. thru Thurs., Holiday pay is earned for work on Monday.

(2) If regular tour of duty is Wed. thru Sun or Tues thru Sat., overtime pay is earned for work on Monday.

c. Holiday on any other day of the week. (Same as for Monday.) If holiday is within regular tour of duty, holiday pay is earned for work on that day. If holiday is not within regular tour of duty, overtime is earned for work on that day.

4. The foregoing instructions will be followed in the future with respect to all holidays. Further instructions will be issued only in the event of deviation from or change in the above regulations.

FOR THE CHIEF, FBIB



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